

CANCELLATION & LATE ARRIVAL POLICY

Rescheduling/Cancelling

Out of respect for Dr. Emily's time and for our other patients who may be waiting to get an appointment, we require 24 hours' notice in advance of your appointment time if it is necessary to cancel or reschedule for any reason. This requirement may be waived on a case by case basis depending on circumstances.

A voice mail to 505.490.6370 or an email message to info@swcnm.com that is delivered at least 24 hours in advance serves as sufficient notice.

Late Arrivals

Please make every effort to be prompt, both to get the most out of your scheduled appointment time, and out of respect for Dr. Emily's and other patients' time.

Due to the way we handle our appointment scheduling, when a patient arrives more than a few minutes late, it is not possible to see them then, and that appointment will need to be rescheduled. A late arrival therefore equates to a missed appointment.

Missed Appointment Fee

For all appointments that are rescheduled, cancelled, or missed with less than 24 hours' advance notice, or for >10 minute late arrivals, there will be a missed appointment charge of \$100.00. (This fee may be waived on a case by case basis depending on circumstances.)

Thank you for your understanding and cooperation.

Patient Signature _____

Date _____

Printed Name _____